



CITY OF ATLANTA

Job Announcement

HVAC INSPECTOR, SENIOR

STARTING SALARY: \$35,853

Salary Grade 16

Salary May Be Negotiated Above the Entry Level

Applications Accepted From January 6, 2006 until Vacancies are filled.

Minimum Job Requirements

Persons applying must have a high school diploma (or GED) and two years of experience in HVAC inspections, the installation, maintenance and repair of heating, ventilation, and air conditioning equipment; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for the position. Must be eligible to become a Special Police Officer.

Licenses and Certificates*

Persons applying for this position must possess a valid Georgia driver's license, and a State of Georgia, Class II Conditioned Air Contractor's License, verifiable at the time of application. Licenses must remain valid while in this job.

Duties of the Job:

This employee oversees the work of individuals involved in the inspection, interpretation and enforcement of the heating, ventilation and air conditioning code of the City of Atlanta. Duties include but are not limited to: conducting investigations regarding complaints, coordinating and conducting HVAC inspections, and providing technical advice to inspectors; developing and monitoring work schedules, preparing reports regarding inspection, critical incidents, and performance; coordinate HVAC inspections with building, electrical, plumbing and housing codes. meets with supervisor, plan review specialist, contractors, architects, engineers, homeowners and the general public regarding code interpretations, violations, and relate issues; prepares reports regarding inspection, critical incidents, and performance; check inspectors work during construction, alternation and/or repairs to ensure compliance with HVAC plans, codes and ordinances; reviews plans, job specifications; and issues permits; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at the Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30335-0306

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, AND HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

***Verification required prior to appointment.**

Vehicle Provided